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USIB-D-39.7/3

CODIB-D-82/16
23 February 1962

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

Implementation of SCIPS Plan

1. The USIB reviewed the progress report of SCIPS (USIB-D-39.7/2) on
14 February, and directed the following regarding the implementation of the
SCIPS Plan (USIB-M-200, item 5):

. To reconsider the terms of reference in the light of an
   existing DIA.

. To modify the Plan to enable concurrent satisfaction within
   available resources of both the longer-term objectives of a
   systems study and the more immediate objectives of developing
   standards and procedures for the integration of automated
   information processing systems for intelligence.

. To reduce the time interval within which positive gains could
   be demonstrated.

. To report back to USIB in two weeks.

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Terms of reference (USIB-D-39.7/1, 24 Jul 61)

2. The Committee on Documentation (CODIB) has reviewed the terms of

reference and recommends no change in them as a consequence of the advent

of DIA. The terms of reference were a preliminary step. They are broad

because the problem is one of heroic proportions. The SCIPS Plan is in turn

responsive to the terms of reference. It is, however, an action document and

as such must meet the pragmatic test of being in harmony with what the

Community can and is willing to do to execute its provisions.

Plan of Action (USIB-D-39.7/2, 19 Dec 61)

3. We cannot accomplish what we have set out to do with fewer assets

and in less time than are outlined in the SCIPS Plan. But we can initially

undertake a more limited effort. This will permit the USIB to determine the

value of the results and to decide whether a continuation is warranted.

4. In devising a limited approach, several alternatives have been

considered:

> (a) Exclusive concentration on one facet of the problem, such as
>
> indexing, or dissemination or only automated systems.

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(b) To take what may be called a vertical subject cut, such as

dealing with the processing of biographic information in

isolation from other intelligence information.

(c) To take what may be called a vertical system cut, such as

dealing only with the FBIS or the ELINT systems.

(d) To make a sampling study such as the life history of

generating an NIE.

(e) To emphasize a critical problem area but to pursue as a

parallel undertaking the broader problem areas to which

the critical problem is related. Thus we could examine

the needs and capabilities of existing automated systems,

but do so in the context of reviewing the present process

for handling information generally.

5. We have chosen course (e) above as the first stage of the total study.

This is the plan modification most responsive to the USIB directive to avoid

a narrow approach but to accommodate urgent needs for getting and maintaining

appropriate standards for ADP systems during their developmental stages.

The modified plan

6. The approach recommended would thus have concurrent dual tasks, with

general objectives as follows (see Appendix A for elaboration of the subtasks):

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Task A - Automated Systems:

Identify the information needs and output capabilities of existing major automated or near-automated systems.

(1) Identify automated systems in terms of organizations, equipments, locations, and applications.

(2) Ascertain what information reports and files are required as input to each major system.

(3) Ascertain the formats required for system inputs.

(4) Identify the formats of existing automated files.

(5) Ascertain output capabilities of automated files.

(6) Ascertain the indexing and coding requirements for unformatted files in the automated systems.

(7) Study data generation and transmission; survey related manual systems.

(8) Make recommendations for specifying and directing standard formats and Community intelligence coding and indexing system.

(9) Merge with Task B for planning the subsequent stage of the study.

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Task B - Non-automated Processes:

Identify and measure the present flow of information between activities, and survey significant existing information repositories.

(1) Identify processing organizations and their outputs.

(2) Analyze existing files by location, size, form, growth rate, subject, area and source coverage, security classification, means of entry, and process time.

(3) Analyze actual flow of information by item identification, dissemination and receipt point, cycle times, frequency, volumes, form, security classification, dissemination controls, subject, area and source coverage.

(4) Synthesize the findings and relate these to Task A findings.

(5) Plan the subsequent stage of the study.

Timing of execution

7. The limited plan outlined above could be carried out within a period of one year after staff personnel have reported with proper clearances. The preparation of recommendations for USIB action in specific areas need not await the completion of this phase of the study. One significant unknown is the time required by individual departments and agencies to respond with the basic

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data about their automated or near-automated systems in accordance with specifications predetermined by SCIPS. The response of the various intelligence components to this demand would not be wholly within the control of SCIPS, yet a timely response would be an essential prerequisite to meeting any projected deadline for the completion of the study.

Staffing requirements

8. The plan would require the full time of at least 20 people, flexibly assigned to Tasks A and B, depending upon the phasing of sub-tasks to complete each (see Appendix B for phasing details).

9. Minimal representation would include the full time assignment of departmental personnel indicated below:*

CIA	9
DIA/R&E/JCS	3
State	1
Army	1
Navy	1
Air Force	1
NSA	2
Bu Budget	1
Bu Standards	1

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* In the Committee's view, it would be mutually advantageous to SCIPS and the agencies themselves to have FBI and AEC representatives as well.

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Prospective results

10. The end result of a successful carry-through of this Stage I plan would provide the Community with agreed standards and specifications for:

(1) Formatting of reports or information.

(2) Indexing and coding of information.

(3) The exchange of data and information files between components.

In addition it would provide a picture of the total processing system and an identification of critical areas for further study.

Recommended action

11. That the USIB members approve the plan as outlined above and expedite the assignment of the personnel required for its implementation.

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Paul A. Borel
Chairman

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Appendix A
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SCIPS STAGE I PLAN

CONCURRENT TASKS A & B

TASK A	TASK B
Title: Automated Systems	Title: Non-automated Processes
Prime Objective: Determine information needs and present capabilities	Prime Objective: Identify and measure present information movement and repositories.
Scope: Automated or near-automated major systems only (computer and punched card systems).	Scope: All significant systems.
Timing: Soonest	Timing: Mid-range
Method: 1. Centralized guidance. 2. Centralized and decentralized fact gathering. 3. Centralized analysis. 4. Coordinated development of recommended standards. 5. Coordinated implementation by USIB.	Method: 1. Centralized guidance. 2. Centralized fact gathering ∕ ad hoc departmental assistance. 3. Centralized analysis. 4. Centralized development of guidelines. 5. Coordinated centralized and decentralized implementation.

Sub-Task 1. Identify automated systems:
 	
a. organizational component
b. equipment configuration
c. locations
d. applications
e. present inputs
	Sub-Task 1. Identify processing organizations and their outputs.
	
	a. organizations
	  (1) name
	  (2) location
	b. actual outputs
	  (1) name
	  (2) type category
	  (3) frequency
	  (4) security classification
	  (5) dissemination controls

Sub-Task 2. Ascertain input requirements (for each file):
 	
a. Information Report series
  (1) issuing component
  (2) frequency
b. analytic reports
c. other files (or portions thereof)	

TASK A	TASK B
Sub-Task 3. Ascertain input format requirements (for each input): a. associated main file name b. information fields to be contained c. sequence of fields d. length of fields e. field identifications (tags) f. item identifications g. information codes (alphanumeric characteristics) h. header codes i. machine program codes j. carrier (e.g., 5 channel tape, punched card, hard copy, mag. tape, etc.) k. security classifications	

Sub-Task 4. Identify the formats of existing files:
 	
a. file name
b. record identification
c. information fields contained
d. sequence of fields
e. length of fields
f. field identifications used
g. number of records
h. information codes used
i. machine codes used
j. carrier (card, tape, etc.)
k. file structure and sequence
l. full text
m. summary
n. abstract
o. extract
p. descriptors
q. header
r. index record
s. growth rate
t. file update frequency
u. security classifications
	Sub-Task 2. Analyze existing files: *
	
	a. location
	b. size
	c. form (hard copy, microfilm, etc.)
	d. growth rate
	e. subject, area and source coverage
	f. security classifications
	g. file entry means:
	  (1) combined index--form
	  (2) separate index--form
	  (3) doc number
	  (4) date
	  (5) table of contents
	  (6) summary
	  (7) abstract
	  (8) extract
	  (9) key words
	  (10) subject category
	h. process time
	
	* Only those files not covered in TASK A.

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TASK A	TASK B
Sub-Task 5. Ascertain the current and potential outputs of automated files (for each file): a. frequency b. response time c. no. copies d. format (see 3a-k) e. users	Sub-Task 3. Analyze actual flow of information: a. item identification b. dissemination and receipt points c. cycle times d. frequency e. volumes f. form (hard copy, electrical, etc.) g. security classifications h. dissemination controls i. area, subject, source coverage
Sub-Task 6. Ascertain the indexing and coding requirements for unformatted files: a. subject coverage b. generic classes c. specific classes d. concepts, commodities, places, personalities, activities e. clear text f. descriptors g. subject codes h. key words i. depth of coding	
Sub-Task 7. Move to TASK B and study data generation and transmission and related manual information systems while each department collects against Sub-Tasks 1-6 above.	Sub-Task 4. Synthesize findings and relate to TASK A.

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TASK A	TASK B
Sub-Task 8. a. Analyze departmental system requirements: (1) include TASK B-4 findings (2) resolve differences	Sub-Task 5. Identify critical areas and develop plan for STAGE II study.
Sub-Task 8. b. Submit recommendations to USIB through CODIB for: (1) formats (2) data exchange (including security aspects) (3) indexing and coding	
Sub-Task 9. Rejoin TASK B.	

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